

Retention and Classification Report

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AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80472

3

TITLE: Accounting control recapitulation

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

Information on all batch or data entry records received by the mainframe.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 90 days and then destroy.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This report is used to see if all records are in FIRMS reconciliation. All accounts are reconciled within 90 days and so the paper record will be destroyed then. However, this is a DOT report and the fiche should be kept 3 years according to 23 CFR 17.5 (b).

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80539

3

TITLE: Activity ledger: daily postings

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 15.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80538

3

TITLE: Activity ledger: deletes, adds and changes list

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 15.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80490

3

TITLE: Appropriation ledger control totals

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

Computer output microfiche master: Retain in Office for 7 years after audit and then destroy.

APPRAISAL:

Administrative

Fiche should be kept 3 years for audit, paper is administrative need ends.

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80490

TITLE: Appropriation ledger control totals

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80496

3

TITLE: Appropriations control rejects

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report includes department reference number, transaction date, transaction code, low org. account number, task, option, activity, purchase order number, voucher number transaction amount, appropriations exceeded.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This information should be kept in accordance with 23 CFR 17.5 (b)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80517

3

TITLE: Appropriations exceeded report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal
23 CFR 17.5 (b)

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80517

TITLE: Appropriations exceeded report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80470

3

TITLE: Batch balance control report

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

Information on all batch or data entry records received by the mainframe.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Legal

This report has administrative value. To be kept in paper format for 6 months and fiche for 3 years according to 23 CFR 17.5 (b).

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80471

3

TITLE: Batch control report

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

Information on all batch or data entry records received by the mainframe.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This is an administrative report, run weekly, which is needed for 3 years on fiche as per 23 CFR 17.5 (b) and 6 months in paper format for office use.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80501

3

TITLE: Cash receipts positing list

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Agency copy of receipts given to customers who pay the agency for services rendered.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 13.

AUTHORIZED: 04/10/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This report should be kept 3 years in accordance with 23 CFR 17.5

(b)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80535

3

TITLE: Daily fund totals revenue report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80535

TITLE: Daily fund totals revenue report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80514

3

TITLE: Encumbrance daily fund totals

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Ledgers and forms used to accumulate data for use in cost reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 16.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal
23 CFR 17.5 (b).

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80513

3

TITLE: Encumbrance subsidiary ledger

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

All DOT fiche should be kept 3 years according to 23 CFR 17.5 (b).

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80513

TITLE: Encumbrance subsidiary ledger

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80500

3

TITLE: Expenditure posting list

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/09/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal
23 CFR 17.5 (b)

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80500

TITLE: Expenditure posting list

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 14868

3

TITLE: FI-NET agency monthly report

DATES:

ARRANGEMENT:

DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 55.

AUTHORIZED: 03/28/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 14867

3

TITLE: FI-NET monthly cycle Job Control List (JCL)

DATES:

ARRANGEMENT:

DESCRIPTION:

Schedules or similar records showing computer jobs to be run, and other reports by computer operators or programmers of work performed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 3.

AUTHORIZED: 03/28/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 1 year and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 14866

3

TITLE: FI-NET monthly cycle reports

DATES:

ARRANGEMENT:

DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 55.

AUTHORIZED: 03/28/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 14864

3

TITLE: FI-NET nightly cycle Job Control List (JCL)

DATES:

ARRANGEMENT:

DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 55.

AUTHORIZED: 03/28/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 14865

3

TITLE: FI-NET nightly cycle reports

DATES:

ARRANGEMENT:

DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 55.

AUTHORIZED: 03/28/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80508

3

TITLE: General ledger positing

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report is a list by date and contains account number, G/L account, reference number, beginning balance, debit, credit, ending balance and total by account and fund.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 25.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80508

TITLE: General ledger positing

(continued)

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80537

3

TITLE: General ledger suspense listing report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80537

TITLE: General ledger suspense listing report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80505

3

TITLE: Inter-departmental transfer billing

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 54.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80504

3

TITLE: Internal services billing

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 54.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This retention set by 23 CFR 17.5 (b)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80502

3

TITLE: Journal entries

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This is a list by journal number including fund; organization hierarchy; account; sub account; date; TC; entry; debit amount; credit amount; total by journal sub entry; final by report with bud revenue, expenditure and other; program revenue; program expenditure totals.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 52.

AUTHORIZED: 03/09/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This is general entry report and needs to be kept 10 years.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80495

3

TITLE: Purchase order register

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This register includes appropriation control rejects, purchase order number, vendor name, transaction date, rejected amount.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 9.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This information should be kept 4 years according to 70A 2-725.

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80503

3

TITLE: Purchase order/release numeric list

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report is a list by purchase order number including fund, organization hierarchy, account, sub account, date, TC, purchase order amount.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

AUTHORIZED: 04/10/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This retention is set by 70A-2-275 statute of limitations.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80461

3

TITLE: Reformat control report

DATES: undated

ARRANGEMENT: Numerical

DESCRIPTION:

Information on all batch or data entry records received by the mainframe.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 04/10/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This report accounts for the number of records put into the system and any records brought out. It has limited value beyond administrative value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80487

3

TITLE: Reservation ledger control totals report

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy provided administrative need has ended.

Computer output microfiche master: Retain in Office for 7 years and then destroy provided audit was valid.

APPRAISAL:

Administrative Fiscal Legal

This information should be kept according to 23 CFR 17.5 (b)

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80487

TITLE: Reservation ledger control totals report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80507

3

TITLE: Reservation posting list

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report is a list by fund and includes organization hierarchy, account, sub account, date, TC, reservation number, reservation amount and remarks and is totaled by account, fund and report.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

AUTHORIZED: 04/10/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is set by administrative need.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80515

3

TITLE: Reservation subsidiary ledger

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 04/10/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal
23 CFR 17.5 (b)

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80515

TITLE: Reservation subsidiary ledger

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80511

3

TITLE: Revenue subsidiary ledger activity

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 04/10/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal
23 CFR 17.5 (b)

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80511

TITLE: Revenue subsidiary ledger activity

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80506

3

TITLE: Summary of journal entries affecting cash

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This reports lists fund, debits, credits, and net change.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 52.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80483

3

TITLE: TC72 Encumbrance adjustments generated report

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

Adjustments created by agency accounting officers and sent to the Division of Finance to correct errors on warrant requests and interdepartmental transfers.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 4.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

Computer output microfiche master: Retain in Office for 3 years after valid audit and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This is an audit file and fiche should be kept for 3 years after valid audit as per 23 CFR 17.5 (b) and paper files should be kept 6 months or until administrative need ends.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80536

3

TITLE: Year to date allocations exceeding ten percent or more report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Department of Administrative Services. Division of Finance. Financial Information Systems

SERIES: 80536

TITLE: Year to date allocations exceeding ten percent or more report

(continued)

PRIMARY CLASSIFICATION:

Public